

**FORM 1310 - INTENT OF UNLICENSED SCHOOL/ORGANIZATION**

**No Fee**

(Lines will expand as needed)

NAME OF SCHOOL CONTACT					
NAME OF SCHOOL OR ORGANIZATION					
ADDRESS (PHYSICAL)					
CITY		STATE		ZIP	
ADDRESS (MAILING)					
CITY		STATE		ZIP	
TELEPHONE NUMBER			TOLL-FREE NUMBER		
WEBSITE			FAX NUMBER		
E-MAIL ADDRESS					

**Arkansas Code Annotated § 6-51-612 PENALTY FOR OPERATING A SCHOOL WITHOUT LICENSE**

"(a) Any person, admissions representative, each member of any association of persons, or each officer of any corporation who opens and conducts a school, satellite school, or extension course site, as defined in this subchapter, or an out-of-state school which offers to sell a program of study in Arkansas, without first having obtained a license required in this subchapter, shall be guilty of a misdemeanor punishable by a fine of not less than one thousand dollars (\$1,000) nor more than five thousand dollars (\$5,000) or thirty (30) days' imprisonment, or both at the discretion of the court. (b) Each day said school continues to be open and operates shall constitute a separate offense."

**Arkansas Code Annotated § 6-51-613 CONTRACTS AND PROMISSORY NOTES OF UNLICENSED SCHOOLS VOID – RECOVERY OF TUITION**

"(a) All contracts entered into with students or prospective students by schools, satellite schools, extension course sites, or admissions representatives as defined in this subchapter, and all promissory notes or other evidence of indebtedness taken in lieu of cash payments by such schools, shall be null and void unless the schools and admissions representatives are licensed at the time such evidence of indebtedness is entered into as required by this subchapter."

"(b) Any person shall have the right to recover moneys paid for enrollment in such unlicensed school by petition to the circuit court from the district in which such person resides; provided that, upon recommendation of the director, the Attorney General may file, on behalf of Arkansas residents contracting with any unlicensed school, an action to recover any tuition funds paid by Arkansas residents to any unlicensed school, which recovery, after costs of litigation, shall be held for the use and benefit of persons having paid such moneys."

## DECISION OF SCHOOL/ORGANIZATION

Do you have any Arkansas residents currently enrolled?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If <b>YES</b> , how many Arkansas residents are currently enrolled?	

- A. Will an Original License Application with appropriate completed forms, attachments, and fees be submitted to the State Board of Private Career Education? ☐ YES ☐ NO If **YES**, complete the requested date information below. If **NO**, proceed to section B.

<b>Date FORM 1000 – ORIGINAL LICENSE APPLICATION will be submitted to the State Board of Private Career Education (SBPCE).</b>	
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- B. Will the school/organization seek an exemption from licensure? ☐ YES ☐ NO If **YES**, complete the requested date information below. If **NO**, proceed to section C.

<b>Date FORM 1340 – REQUEST FOR LICENSURE EXEMPTION will be submitted to the SBPCE.</b>	
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- C. Is the school/organization located in Arkansas ceasing operations? ☐ YES ☐ NO If **YES**, complete the requested date information below. If **NO**, proceed to section D.

<b>Date the school/organization ceased offering training.</b>	
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- D. For a school not located in Arkansas, will the school continue to operate in another state but cease recruiting Arkansas residents? ☐ YES ☐ NO If **YES**, complete the date information below. If **NO**, proceed to section E.

<b>Date school will stop or stopped recruiting Arkansas residents.</b>	
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- E. Is the school located in another state ceasing operations? ☐ YES ☐ NO If **YES**, complete the requested date information below.

<b>Date the school/organization ceased offering training.</b>	
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## STATEMENT OF COMPLIANCE

Under penalty of perjury, I understand that failure to provide the appropriate information as indicated above will result in legal action.

Printed Name of Official		Title	
Signature of Official (Sign in Blue Ink)		Date	